



Town of Gilbert Consolidated Annual Performance and Evaluation Report

2015-2016

Community Development Block Grant
Home Investment Partnership

September 14, 2016

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

For the Fiscal Year 2015-2016 and first year of the five year plan, it was proposed that Gilbert would utilize funds for the Emergency and Minor Home Repair Program to alleviate health and safety hazards for seventy-five (75) Gilbert homeowners and begin Phase I of the Heritage District Water and Sewer Replacement Project. However, a substantial amendment was submitted and approved to reallocate funding from the Water and Sewer Replacement project to the Page Park Center Renovation project. The Page Park Center Renovation project proposes the rehabilitation of a Town owned facility to provide a centralized location for low and moderate income Gilbert residents to receive medical, dental, mental health, and resource services.

The emergency and minor home repair program (EMHR) was just shy of its goal by reaching 68 homeowners during the year. However, staff did assist an additional 8 households by completing an on-site assessment and referring them to alternative resources. One of the organizations that provided resources included Ability360. Ability360 does have funds provided by Gilbert to assist with homeowner needs. The EMHR program was successful in repairing and replacing HVAC systems (38%), making plumbing repairs (31%), assisting with roof replacements or repairs (15%) and other general repairs (16%) for low and moderate income residents.

The Page Park Center Renovation project was initiated with the selection of a contractor and completion of the facility assessment and master concept design plan. The master concept design was finalized in April 2016 with the input and active involvement of six major stakeholders who will assist in providing future services. This is a multiyear project that will continue to move forward in the second year with design construction documents and construction.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Emergency & Minor Home Repair	Affordable Housing	CDBG: \$250,000	Homeowner Housing Rehabilitated	Household Housing Unit	178	68	38.20%	75	68	90.67%
Gilbert Wellness & Resource Center	Non-Homeless Special Needs	CDBG: \$413,838	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	875	0	0.00%	800	0	0.00%
Homelessness	Homeless	General Fund: \$70,500	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	650	482	74.15%	130	482	370.77%
Public Facilities, Improvements and Infrastructure	Non-Housing Community Development	CDBG: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5425	0	0.00%	800	0	0.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

In preparation of Gilbert’s Five Year Consolidated Plan, Gilbert completed its first Community Needs Assessment. The assessment identified gaps in resources and prioritized several vulnerable populations in need of additional services in Gilbert. Gilbert has used recommendations identified in the needs assessment to prioritize CDBG funds which were outlined in the five year plan. Families in crisis, individuals with behavioral health and substance use issues and low to moderate income individuals and families were identified as the top three populations in need residing in Gilbert. One of the highest priority activities utilizing CDBG to meet some of these needs is the renovation of Page Park Center.

In Fiscal Year 2015-2016, Gilbert's primary objective is to begin the process of renovation of Page Park Center for use as a comprehensive medical, dental and resource center for uninsured, underinsured and low-income adults and children. Therefore, \$495,438 (\$413,838 in FY 15-16 CDBG funds and \$81,600 in FY 14-15 CDBG Funds) has been identified to complete the phased project and \$21,781.76 has been expended to date on the assessment and master concept plan.

The consolidated plan also outlines proposed strategies for the expenditures of Gilbert's CDBG funds with the mission to provide a suitable living environment by revitalizing low- to moderate income

neighborhoods and generating affordable housing opportunities. Specifically, Gilbert allocated \$250,000 of CDBG resources during the first year to the emergency and minor home repair program to assist low and moderate residents with alleviating health or safety hazards in their home. Of those residents, 28% or 19 households were very low income, 56% or 38 households were low income and 16% or 11 households qualified as moderate income.

Furthermore, Gilbert received \$184,680 in HOME funds for Fiscal Year 2015-2016 and was able to add one additional affordable rental home in Gilbert through a contract with Save the Family bringing the total number of permanent affordable rental homes in Gilbert to fourteen (14).

Finally, Gilbert leverages general fund dollars with non-profit providers to enhance services for Gilbert residents. In 2015-2016, 19 different organizations were assisted with grant funding totaling \$417,000. The organizations funded focused on families in crisis, low/moderate income individuals, the elderly/seniors, homeless individuals and families, special needs individuals, and youth.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	65
Black or African American	3
Asian	0
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
Total	68
Hispanic	46
Not Hispanic	22

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The families were assisted through our emergency and minor home repair program. As noted, the majority of recipients were white and non hispanic with some black or African Americans receiving help. Of those families, 20 had a female head of household, 27 were elderly and 30 were handicapped or disabled.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG		3,319,188	332,504

Table 3 – Resources Made Available

Narrative

In 2015 expenditures of \$332,503.98 supported the Page Park Center renovation project, the Central Arizona Shelter Services project (CASS) which was a project completed in FY 2014-15, Heritage District Infrastructure Improvement project (30% design), and the Gilbert Emergency and Minor Home Repair program. Although the CASS project was scheduled in plan year 2013, final payment was made in 2015. In addition, Gilbert expended \$417,000 in general fund dollars to support 23 different social services provided by 19 organizations to Gilbert residents.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Heritage District	80	49.9	Page Park Renovation
Town-wide	20	50.1	Services are provided to income eligible residents town-wide

Table 4 – Identify the geographic distribution and location of investments

Narrative

The Heritage District continues to be the main focus of CDBG funds with an original plan to complete a major water/sewer infrastructure project. However, after completion of a needs assessment, Gilbert decided to focus on the renovation of Page Park Center which is located in the Heritage District area. The project was submitted as a substantial amendment and approved in 2015. The area of the Page Park Center includes U.S. Census Tracts 422401 and 422403 which contains Gilbert's highest concentration of low-to moderate-income residents and both block groups exceed the HUD exception threshold for Gilbert.

The Emergency and Minor Home Repair (EMHR) program does assist qualifying residents town wide. Specifically, 30% of funds are committed to the EMHR program and 20% is used for admin which is also considered a town wide impact. If administration costs are removed then the split would be 70% Heritage District and 30% Town wide.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The Town of Gilbert partners with local and regional non-profit partners to implement and administer many of the housing and human services programs in Gilbert. As such, non-profit partners are able to leverage Gilbert funds with other private, state, and local funds to provide additional services and support for Gilbert residents receiving assistance through the program.

If a non-profit provider is a recipient of Gilbert HOME funds, they are required to provide the non-federal match before receipt of HOME funds. Match funds are documented and monitored to ensure federal regulations are followed. In FY 2015-16, ARM of Save the Family, Gilbert's recipient of HOME funds provided \$37,685.10 in non-federal match to assist in purchasing and rehabilitating one permanent affordable rental home in Gilbert.

Finally, Gilbert began the architectural planning and overall building assessment for the Page Park Renovation project. This project leverages funds by utilizing a vacant, existing publicly owned facility located in the Gilbert Downtown Heritage District. As stated previously, the renovation of Page Park Center is proposed to be used as a comprehensive medical, dental and resource center for uninsured, underinsured and low-income adults and children.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of homeless households to be provided affordable housing units	0	0
Number of non-homeless households to be provided affordable housing units	1	1
Number of special-needs households to be provided affordable housing units	0	0
Total	1	1

Table 5- Number of Households

	One-Year Goal	Actual
Number of households supported through rental assistance	0	0
Number of households supported through the production of new units	0	0
Number of households supported through the rehab of existing units	1	1
Number of households supported through the acquisition of existing units	1	1
Total	2	2

Table 6 - Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Gilbert partnered with a non-profit organization to purchase and rehabilitate one single family dwelling unit to be used as permanent affordable rental housing which has increased Gilbert's affordable rental housing stock from 13 to 14 units.

Although Gilbert does not utilize the Tenant Based Rental Assistance program funds through CDBG or HOME, general funds are provided to the local Gilbert Community Action Program (CAP) office who provides emergency financial assistance to help individuals and families avoid eviction and prevent homelessness. Gilbert awarded the CAP office \$123,000 in 2015 and the CAP office provided 813 direct financial assistance payments utilizing all of the available funding sources.

In addition, Gilbert allocated \$125,000 in general fund dollars to support five organizations who provided services to the homeless including emergency and transitional housing. The organizations included Child Crisis Center, Central Arizona Shelter Services, A New Leaf (Family Shelter, Men's Center & Women's Center), the House of Refuge and Save the Family whom combined assisted 126 individuals with housing needs.

Furthermore, Gilbert funded the Emergency & Minor Home Repair program, Arizona Bridge to Independent Living, Mercy Housing and Aid to Adoption of Special Kids (AASK). Each of these organizations work with special need adults, children, disabled and the elderly. The EMHR program, which utilizes CDBG funds, assisted 27 elderly and 30 handicapped individuals with their home needs. In addition, \$35,500 was provided to the other organizations who served over 641 individuals.

Discuss how these outcomes will impact future annual action plans.

Gilbert continues to look strategically at how to best utilize CDBG funds for housing needs. With the limited dollars available, the focus has been on increasing the affordable rental home stock in Gilbert, assisting low and moderate income homeowners to allow them to stay in their homes, and leveraging general fund dollars to support entities that are able to provide additional housing resources for Gilbert

residents. For example, Gilbert was successful in creating a partnership with a faith based organization who came alongside Gilbert to renovate a home in Gilbert. Over \$150,000 was donated in supplies and labor in the renovation of the home and the EMHR program provided funds to replace the roof. As Gilbert continues to grow and change it is anticipated that the need may change from infrastructure to housing. Gilbert is committed to keeping affordable housing as a priority consideration and also continues to work toward finding additional resources to assist homeowners in need.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	19	0
Low-income	38	1
Moderate-income	11	0
Total	68	1

Table 7 – Number of Persons Served

Narrative Information

The Emergency and Minor Home Repair program serviced 68 households who income qualify for participation in the program. Of these, 20 are female head of household, 27 were elderly and 20 were handicapped or disabled. The single family dwelling unit purchased to be used as permanent affordable rental housing has a requirement of serving a family that is low income (60% or below AMI).

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Gilbert continues to participate in the Maricopa County Regional Continuum of Care (CoC) and is a member of the Maricopa Association of Governments (MAG). Gilbert provides support to the Maricopa Continuum of Care and regional homeless service providers that provide emergency shelter, transitional housing, and basic needs assistance to 482 homeless individuals and families including chronically homeless, veterans and unaccompanied youth. Gilbert also participated and contributed data in preparation for funding to support the regional homeless assistance programs by participating in MAG's regional Point-In-Time Homeless Street Count and MAG's annual Heat Relief Campaign. In addition, Gilbert provided general funds to regional homeless service providers in order for homeless Gilbert residents to receive assistance and

shelter as needed and specifically contributed \$5,000 in funding to the non-profit organization, Shoebox Ministry, whom focuses on providing tolities for the homeless and working poor serving 431 individuals this past year.

Addressing the emergency shelter and transitional housing needs of homeless persons

Homeless individuals' needs are assessed at a regional level by contacting a centralized intake system in which individuals information is taken, needs are assessed and appropriate placement to an emergency, transitional or other shelter/services are provided as available. The Town of Gilbert annually contributes general funds to regional homeless service providers in order for homeless Gilbert residents to receive assistance and shelter as needed.

In fiscal year 2015-16 Gilbert provided a total of \$208,500 in general funds and voluntary donations to non-profit organizations to assist in preventing homelessness. Several regional shelters were supported to provide emergency and transitional shelter to homeless individuals and families and victims of domestic violence to avoid them living on the streets. A total of 55 individuals received 931 bed nights in a clean, safe environment. Gilbert also funded organizations that provided emergency financial assistance to families in crisis and on the verge of being evicted therefore causing homelessness. A total of 2,282 individuals and families received emergency financial assistance which included rent, mortgage or utilities assistance to help in alleviating a crisis and avoiding eviction or utility shut-offs.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

As outlined in our annual action plan, the Town of Gilbert committed to supporting the Gilbert Community Action Program (CAP) utilizing general funds. The CAP office provides emergency financial assistance, case management and referrals for other services to assist individuals and families from being evicted and becoming homeless. Those Gilbert households seeking financial assistance through the Gilbert CAP office typically have very limited or no cash resources to use as personal safety nets. Furthermore, Gilbert funded the Salvation Army who also provided rental assistance for 51 Gilbert residents, allowing them to find or stay in a place of residence.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were

recently homeless from becoming homeless again

Gilbert supports the regional efforts of the CoC, the Continuum of Care. This group has identified goals to end homelessness which includes mechanisms to ease the transition for people exiting emergency and transitional housing to permanent supportive housing. Actions include continuing case management and wrap-around supportive services for individuals who have found permanent supportive housing to assist with the transition and to alleviate any obstacles that may occur which would cause them to lose their permanent housing and return to emergency or transitional housing. Gilbert also completed a community needs assessment which identified homeless individuals and families as the fifth prioritized population group needing additional services. Although the Town of Gilbert does not have a local homeless shelter within its jurisdiction, the Town allocated \$75,500 to seven regional homeless service and domestic violence programs that provide emergency shelter, transitional shelter and support services.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

Gilbert continued to work with internal departments to review any possible negative effects on public policies, fees and charges, and zoning ordinances to ensure they did not provide barriers to affordable housing efforts. There were no specific barriers or negative effects identified in fiscal year 2015-16.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The Town of Gilbert does not have its own Housing Authority therefore there are no Public Housing or Section 8 programs based in Gilbert. Gilbert falls under the jurisdiction of Maricopa County's Section 8 program which assists participants located in Gilbert. The Town has no immediate plan to establish a Housing Authority to administer Public Housing and Section 8 programming in Gilbert. This is due to the high administrative cost of operating the program compared to the number of units that would be allocated to Gilbert and no increased benefit from HUD in the form of additional vouchers or funding.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The Town of Gilbert does not have any public housing. However, Gilbert continues to strive to keep residents in their own homes by offering the emergency and minor home repair program to low and

moderate income homeowners. In addition, Gilbert partnered with a local faith group to rehabilitate a Gilbert residence so the family could remain homeowners in Gilbert. The project garnered over \$150,000 of donated labor and supplies from the community as well as funds from the emergency and minor home repair program to replace the roof.

Actions taken to provide assistance to troubled PHAs

The Town of Gilbert does not have a public housing administration.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

Gilbert identified the obstacles as the on-going maintenance needs and replacement costs of the older built environment in north Gilbert, the aging of homes in north Gilbert, and increased need for services due to population growth. To address the identified obstacles, Gilbert targeted capital improvements in north Gilbert including beginning the design process for the renovation of Page Park Center to serve low and moderate income families, provision of home improvements through the Emergency and Minor Home repair program, and establishing a community partnership that allowed for the renovation of a Gilbert home. In addition, to support the increased need for services Gilbert provided assistance through its general fund for senior activities, senior meals and health assessments, services for at-risk youth, emergency & supplemental food distribution, and rental assistance.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

Gilbert has newer housing stock of which 41% were built between 1990 and 1990, 31% were built between 2000 and 2004. Over 90% of Gilberts housing stock was built after 1990. Gilbert's Emergency and Minor Home Repair program is the mechanism utilized by Gilbert to address lead based paint hazards. For last fiscal year, Gilbert assisted 18 homeowners whose homes were built prior to 1978 and completed an on-site inspection done by an EPA certified Risk Assessor. This check is coupled with the environmental review.

In addition, Gilbert has in place that any program that utilizes CDBG or HOME funds is researched to obtain the year in which the home was built. Each home older than 1978 is inspected by a certified Lead Based Paint inspector to ensure there are not hazards appearing on the property. If such hazards are present, Gilbert will contract with a consultant to test the level of lead based paint hazard to determine the appropriate mitigation techniques.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

Gilbert supported various public service programs with its own general funds to assist in reducing the number of poverty level families. Specifically, Gilbert funded programs that focused on providing emergency financial assistance to prevent eviction and utility shut offs, employment training and job search information, child care assistance, and case management. These vital services assisted persons in maintaining their housing, employment and offering a stable environment for dependents.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The Town Manager's Office houses the Community Resources section, which administers and implements the plan through partnerships with public and private entities. An Assistant to the Town Manager oversees the Community Resources Supervisor, who in turn is responsible for the administration of the CDBG and HOME programs. The Housing Rehabilitation Specialist is responsible for managing the Town's Emergency and Minor Home Repair Program and is a direct report to the Supervisor. This section also works with the Town's Capital Improvement Project team, parks & recreation staff, and private consultants and contractors to carry out infrastructure projects. Most activities are performed by subrecipients, contractors or contracted service providers (Providers) and governed by binding contracts entered into between the Provider and the Town of Gilbert. The contract contains a scope of work, schedule of completion, budget and operational provisions through which Gilbert can determine provider compliance with all applicable regulations, and performance measures.

As identified in the annual action plan, there are very few service providers physically located in the Town of Gilbert. Therefore, Gilbert continued to partner with regional service providers and planning partnerships such as the Maricopa Association of Governments (MAG), to find new ways to provide services in the most efficient and effective manner. The Town has partnered with MAG in regional planning activities that identify strategies for overcoming regional homelessness, transportation issues, domestic violence, and aging services. Gilbert also participates in volunteer recruitment, days of service, and engages the faith community to assist in areas where service providers need assistance in outreach. Furthermore, Gilbert continued to provide funding to support the regional providers who assist in serving Gilbert residents.

Gilbert continued to also focus on closing the gap regarding local service providers by continuing the process for renovation of the Page Park Center to allow for service providers to have a presence in Gilbert.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

Gilbert continued to collaborate with public and private housing and social service agencies to meet the goals and objectives of the Consolidated Plan. This included ongoing meetings, special meetings and/or participation on relevant task forces such as the Mayor's Behavioral Health and Substance Use Coalition, Gilbert For Our City, Mission Community Church and various stakeholders involved in the planning of the Page Park Renovation project.

In addition, in FY 2015-16 Gilbert hosted a non-profit summit, in which local and regional non-profits met for half a day to discuss needs and gaps in services within the community, possible solutions, and shared best practices.

Identify actions taken to overcome the effects of any impediments identified in the

jurisdictions analysis of impediments to fair housing choice. 91.520(a)

Gilbert is a member of the Maricopa County HOME Consortium and participated in the Regional Analysis of Impediments to Fair Housing Choice. One of the identified impediments was a lack of housing stock to serve the needs of disabled residents. Gilbert used general fund dollars to provide resources to the organization Arizona Bridge to Independent Living who assist in retrofitting housing to help address this need in the community. A second impediment noted was the lack of education regarding fair housing laws. Gilbert has created web pages with a variety of housing resources, information, and educational documents that are available to the public and are also used as a resource for other departments and non-profit providers to assist those with questions. The analysis also found that the cost of affordable housing limits housing choice. Gilbert continues to utilize its HOME funds to provide additional affordable housing within Gilbert as recommended. Maricopa County Housing Authority administers Section 8 housing choice vouchers on behalf of Gilbert. Vouchers may be used by participants Town-wide which decreases the opportunity of poverty concentration in specific areas of Gilbert. Gilbert has three Low Income Housing Tax Credit multi-family apartment complexes which are all located on public transit routes. Finally, Gilbert increased two morning transit timepoints this past year.

Gilbert hosts a Fair Housing Education seminar for service providers, tenants, landlords, real estate agents and property developers every two years. The last seminar was in 2014 and another is planned for April 2017 during Fair Housing Month. These general seminars help to train staff and professionals on general requirements and updates of fair housing laws. They also provide the public with identification techniques of discrimination and ways to file a complaint. CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Gilbert employs a Community Resource Supervisor to administer all CDBG and HOME funded projects and contracts plus a Housing Rehabilitation Specialist to administer the Emergency and Minor Home Repair Program. It is the responsibility of these positions to ensure compliance with requirements of the programs involved and create the comprehensive planning requirements.

The Town of Gilbert utilizes standards to monitor all CDBG funded activities to ensure long-term compliance of regulations. Each program/project funded with CDBG is reviewed to ensure it meets national CDBG objectives and complies with CDBG eligibility. A public process is utilized to determine funding priorities, strategies and goals for use of CDBG funds that aligns with both Town Council priorities and Town Strategic Initiatives. Each funded activity must enter into a contractual obligation with Gilbert to ensure that contracted services and Scope of Work activities are carried out as agreed-to, and to ensure compliance with federal regulations. This includes a subcontractor requirement to provide outreach to minority and Section 3 businesses when applicable. Documentation is provided

from subcontractors to include outreach efforts and procurement of minority and Section 3 businesses for a CDBG funded project.

Each project is analyzed for eligibility, past performance, community impact and measurable outcomes that must ultimately benefit the Town of Gilbert. An environmental review is completed for each project and a Notice to Proceed is issued prior to any federal funds being expended.

Organizations contracted for services must report activities every quarter identifying program demographics and status of measurable outcomes as specified in their funding contract. In addition, financial reimbursements are required monthly with appropriate back up demonstrating that expenses were incurred for appropriate line items and that budgetary requirements are being met.

Gilbert staff performs on-site monitoring annually of all CDBG and HOME funded recipients. Monitoring consists of program evaluations, financial capacity, administrative procedures and policy review. Monitoring letters are issued after completion and organizations are notified of any suggestions, concerns or findings. The Town follows up with any organization that receives a concern or finding to ensure that corrective action has taken place.

For fiscal year 2015-2016, Gilbert completed internal spot checking of Emergency and Minor Home Repair client files to ensure compliance is maintained. Monthly review of budget and financial expenditures of the program are completed and discussed among staff to ensure annual budget projections are followed.

In addition, CDBG funds were utilized to contract with an architectural firm to complete the Page Park Renovation project building assessment and master plan. Monthly phone calls and/or meetings took place to ensure measureable goals and budgets were being met and on schedule.

Finally, on-site monitoring of Gilbert's HOME fund recipient is scheduled to be completed in September 2016. A HOME Consortium monitoring tool will be utilized to ensure all regulations, contract provisions and budgetary expectations were completed.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

Gilbert's fiscal year 2015-2016 CAPER report was posted on Gilbert's webpage for the required 15 day comment period from Wednesday, September 14, 2016 through Wednesday, September 28, 2016. Solicitation of public comments and notification of where to find the report was publicized on Gilbert's Facebook page and through Gilbert's Twitter account. It was determined this was a more widely utilized mechanism to encourage public comment rather than posting in a public newspaper.

Public comments received included: **INSERT PUBLIC COMMENTS HERE AFTER PERIOD IS COMPLETE**

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

Following the completion of Gilbert's community needs assessment, Gilbert had a clearer picture of the specific needs and vulnerable populations in Gilbert. Gilbert used the results and recommendations in the needs assessment to complete its CDBG 5 Year Consolidated Plan to better align CDBG resources with priorities and needs identified in the needs assessment.

During the first annual plan year, Gilbert was presented with a new opportunity for partnership to provide much needed services to Gilbert low and moderate income residents. The original goal was to begin implementation of the Heritage District Infrastructure Replacement Project utilizing CDBG funds, however, the project was put on hold to further explore renovation of a vacant Town owned building to provide CDBG eligible services to Gilbert residents. Although this opportunity did not fundamentally change the objective of the Town to complete infrastructure improvements, it was determined that the proposed renovation of Page Park Center would provide a larger impact for the low to moderate income community and better meet the needs identified in the needs assessment rather than completing the original infrastructure improvements. Gilbert has postponed the Heritage District Infrastructure Replacement Project until final determination is made by Gilbert Council whether to move forward with the Page Park Renovation project.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

Not applicable.